

REQUEST FOR PROPOSAL (RFP)

SELECTION OF FIRMS/ AGENCIES FOR TENTAGE & ALLIED WORKS FOR SISIR SARAS-2018



**Odisha Rural development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha.**

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Directorate to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “Application”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Directorate in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Client, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Executive Director is bound to select and shortlist Applications and the Executive Director reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Directorate or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

BIDDER DATA SHEET

| Sl. No. | Particular | Details |
|---------|---|---|
| 1. | Name of the Client | Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha |
| 2. | Method of Selection | Least Cost Selection (LCS) |
| 3. | Joint Venture/Consortium | Not Allowed |
| 4. | Date of Issue of RFP | 23.11.2017 |
| 5. | Date of Pre-Bid Meeting | 4.12.2017 at 11.30 AM |
| 6. | Last Date and Time for submission of Bid | 14.12.2017 at 12 Noon |
| 7. | Date of Technical Proposal opening and Presentation | 14.12.2017 at 12.30 PM |
| 8. | Date of opening of Financial Proposal | 14.12.2017 at 4.00 PM |
| 9. | Bid Processing Fee (Non-Refundable) | 10,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar |
| 10. | Earnest Money Deposit (EMD) (Refundable) | 1,25,000/ - INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar |
| 11. | Address for Submission of Proposal | The Executive Director ORMAS, SIRD Campus Unit-8, Bhubaneswar, PIN-751012, Odisha Mode of Submission: Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected. |
| 12. | Place of Opening of Technical & Financial Proposal: | Conference Hall of ORMAS, SIRD Campus, Unit-8, Bhubaneswar |

For details, please visit: www.ormas.org

SECTION: 1

LETTER OF INVITATION

RFP No: _____

Dated: _____

Name of the Assignment: Tentage & Allied Works for SISIR SARAS-2018.

1. Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed proposal from eligible bidders for "Selection of Tentage & Allied Works for SISIR SARAS - 2018" and Celebration of Silver Jubilee (25 years) of ORMAS. More details on the proposed assignment are provided at Section-3: Scope of Work of this RFP Document.
2. A Agency will be selected under Cost Based Selection (CBS).
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a **Refundable** amount of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand only) towards EMD in form of Demand Draft / Banker's Cheque in favour of "ORMAS" drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post /Dropped in the Tender Box** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 14.12.2017 (12.00 Noon)** and the date of opening of the technical **Dt. 14.12.2017 (12.30 PM)** & financial bid is **Dt. 14.12.2017 (4.00 PM)** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.14). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [Section – 1]
 - b. Information to the Bidder [Section – 2]
 - c. Scope of Work [Section – 3]
 - d. Technical Proposal Submission Forms [Section – 4]
 - e. Financial Proposal Submission Forms (Section –5]
 - f. Annexure [Section – 6]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-
Executive Director
ORMAS,
Panchayati Raj & Drinking Water Department

SECTION: 2

INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical proposal:

| Sl.No | Eligibility Criteria | Documents required for pre qualification |
|--------------|---|--|
| 1 | The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 5 years from the date of opening of the proposal (as on 31 st Oct. 2017). | 1.Proof of Certificate of Incorporation / Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan 4.Copies of IT Return for the last three assessment years (AY 2014-15, 2015 -16 & 2016-17). 5.Copy of the Electrical License / Contractor hired by the bidder. |
| 2 | The agency should have an average annual turnover of Rs.50.00 lakhs from Event Management Services during the last 3 financial years (2014-15 &2015-16 and 2016-17). | Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an annual turnover more than Rs 50.00 lakhs during the last three financial years from Event Management Services in India. |
| 3 | Experience of having successfully completed similar works during last Three year ending last day of the month previous to the one in which application are in invited should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs10.00 Lakhs (Rupees Ten Lakhs.) OR ii. Two similar works costing not less than the amount equal to Rs.12.50 Lakhs (Rupees Twelve Lakhs Fifty Thousand) OR iii. One similar works costing not less than the amount equal to Rs. 20.00 Lakhs (Rupees Twenty Lakhs.) | Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted |
| 4 | The Firm/ Agency should have fully functional local office in Bhubaneswar. | Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.) |
| 5 | The firm/ agency has to construct the 3D design stage, gate, coordination cell and Facia as per the approved theme, concept & design | |

Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)

- Covering letter (**TECH – 1**) on bidder’s letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan.
- Copies of IT Return for the last three assessment years (**AY 2014-15, 2015 -16 & 2016-17**).
- General Details of the Bidder(**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Copy of the Electrical License/ Contractor hired by the Agency.

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

1. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten Thousand Only)** in shape of DD / BC from any scheduled commercial bank in favor of “ORMAS” payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,25,000/- (One Lakh Twenty Five Thousand Only)** in shape of DD/BC from any scheduled commercial bank in favour of “ORMAS” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide clarifications
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

3. Pre Bid Meeting:

A Pre-Bid meeting will be organized by ORMAS to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on Dt. 04.12.2017 (11.30 AM) at ORMAS Conference Hall, SIRD Campus, Unit-8, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting.

4. Submission of Proposal :

Bidder must submit their proposals **Registered Post / Speed Post / Courier and dropped in the Tender Box** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

- i) Pre-Qualification proposal: The envelope containing pre-qualification documents shall be sealed and superscripted as **“Pre-Qualification Proposal – Selection of Firms/Agency for Tentage and Allied works for SISIRA SARAS-2018”** and furnished inside one envelope.
- ii) **Technical Proposal:** The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal –Selection of Firms/Agency for Tentage and Allied works for SISIRA SARAS - 2018”** and furnished inside one envelope. The duly filled-in technical proposal submission forms,
- iii) **Financial Proposal:** The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal – Selection of Firms/Agency for Tentage and Allied for SISIRA SARAS - 2018”**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The **“Pre-Qualification Proposal”, “Technical Proposal”** and **“Financial Proposal”** must have to be submitted in three separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **“PRE-QUALIFICATION PROPOSAL (NAME OF THE ASSIGNMENT)”**. **The second envelope must be marked as “TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)”** and the third envelope must be marked as **“FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)”**. All three above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

REF NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

5. Opening of the proposal :

The FIRST ENVELOPE containing **“Pre-Qualification Proposal”** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **“TECHNICAL PROPOSAL”** will be opened of the pre-qualified bidders only. The THIRDED ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

6. Evaluation of Proposal:

A THREE stage process will be adopted as explained below for evaluation of the proposals.

Pre-qualification (1st Stage):In addition to the above the bidders have to furnish the following documents along with the pre-qualification proposal:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN& TAN
4. Copy of Goods and Services Tax Identification Number (GSTIN) © of return if any
5. Copy of Service Tax Deposit against the turnover
6. Copies of IT Return for the last three assessment years (AY 2014-15, 2015 -16 & 2016-17)
7. Three copies of 3D digital design along with Technical proposal.

Non-submission of any one of the above document along with pre-qualification proposal, leads to outright rejection of the proposal.

Technical Evaluation (2ndStage): Technical proposal will be opened and evaluated. The proposals will be evaluated as per the following parameters:

| Technical Proposal Evaluation Parameters | Maximum Mark |
|---|---------------------|
| 1. Number of Similar Assignments undertaken / completed during last three years (14-15, 15-16 and 16-17) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations) | 20 |
| 2. Financial Statement of last three year and the agency should have an annual turnover of Rs.50.00 Lakh from Event Management business during the last 3 financial years (14-15 & 15-16 and 16-17. | 20 |
| 3. 3D Digital Design Presentation (at least 3 design should be presented) | 20 |
| 4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects) | 40 |
| Grand Total | 100 |

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial proposal.**

The bidders, whose proposal will secured above the minimum qualifying technical score of 70 Marks during the technical evaluation stage, will be eligible for opening of the financial proposal.

The Financial Proposals shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the secured technical scores, and the proposed package price for the respective packages shall be read and recorded accordingly. Least Cost Selection (LCS) will be followed during the selection process as per the guideline of Finance Department, GoO.

FINANCIAL EVALUATION (2ndStage):The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative.

7. Evaluation Process:

Least Cost Selection(LCS): In Least-Cost Selection (LCS), the ORMAS will select the Agency with the lowest evaluated total price among those Agencies that achieved the minimum technical score, and may further invite such Agency to negotiate the Contract.

Acceptable financial bids with lowest respective evaluated price for the assignment will be considered and award of contract. However where there is tie between bidders in lowest evaluated price, the person having higher score in technical evaluation will be considered as successful bidder.

8. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. **Sub-contracting is not allowed under this assignment.**

9. Other Terms & Conditions

- a. The duration of the exhibition will be for 11 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to

- the contractor by ORMAS before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- b. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
 - c. It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipments like fire extinguishers arid adhere to the fire safety norms & fire retardant liquid spray every 5 days interval over flammable materials use for stalls.
 - d. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
 - e. **The rate offered by the agency shall be inclusive of GST & Other Taxes.**
 - f. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
 - g. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
 - h. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
 - i. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
 - j. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
 - k. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
 - l. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
 - m. The bidder has to quote the rate as per the given format.
 - n. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
 - o. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
 - p. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
 - q. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
 - r. It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.

- s. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- t. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
- u. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- v. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- w. The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

10. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

12. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

13. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

14. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

15. Number of Proposals:

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its proposal and its participation in the bidding process.

SECTION: 3

SCOPE OF WORK

About the Event – SISIR SARAS Fair

Ministry of Rural Development, Government of India has sanctioned a **National Level Marketing Event** named as **“SISIR SARAS”** to be held from **4th to 15th January 2018** at the Exhibition Ground, Unit- III, Bhubaneswar. **“SISIR SARAS”** is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM). Other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associate themselves in this event; like: KVIC, KVIB, H & CI and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

The Tentage & Allied Works Should Provide the Following Services

| Sl. No | Works to Be Done | Particulars | Remarks |
|---------------|-------------------------|--|--|
| A | Tentage & allied Works | 1. Ground Layout 2. Construction of Temporary Stall- 260 Nos 3. Construction of 3 D Design Stage, Gate & Coordination Cell 4. Auditorium for ORMAS silver Jubilee Celebration 5. Food Court 6. Demonstration Pavilion 7. Running Flex Facia 8. Sitting Arrangements for audience 10. Ground Electrification 11. Erection of Temporary Toilets 12. Decorative wall 13. Other Miscellaneous Items | Concept & Design Development of 3D Design Stage, Gate & Coordination Cell and Ground Layout Plan to be presented during Technical Presentation as per the approved design |

Detailed Technical Specification of the Works is as follows:

A. Concept & Design Development:

Work has to be done as per the approved Concept & Design of 3D Design Stage, Gate & Coordination Cell and Ground Layout Plan.

- B. Construction of Stalls:**For the SISIR SARAS-2018 exhibition, minimum of 260 numbers of stall will be constructed. The details of stall specifications are given below:

| Sn. | Particulars | Stall Specification |
|-----|------------------------------|---|
| 1 | Structure | Bamboo (3 to 6 inch)& cloth (with Anti Fire Chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing. |
| 2 | Flooring | Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area. |
| 3 | Ceiling & Wall | Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New White Cotton Clothes To Be Used) |
| 4 | Racks | Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods. |
| 5 | Facia | A Wooden Batten Frame For Running Facia Will Be Constructed [10 X 4 Sq.ft]. The Facia Will Be Covered With Good Quality Of Flex [10 X 4 Sq. ft]. A running white cloth jhallar of 1' width will be put in the front side, below to the facia frame. Flex facia will be printed by the contractor as per the design given by ORMAS. |
| 6 | Furniture | Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos. |
| 7 | Electric Fittings | T5 Light – 3 no. (2 number of light should be connected with generator) &a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required. |
| 8 | Numbering of Stall | All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall. |
| 9 | Closures | Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder. |
| 10 | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical. |

- C. Coordination Cell -Cum-VIP Lounge :** One Coordination Cell –Cum- VIP Lounge to Be Constructed (**Only New Cotton Clothes Should Be Used**).The bidder has to be quoted as a package against the detail specifications given below:

| Sn. | Particulars | Work Specifications |
|-----|----------------|---|
| 1 | Structure | Artistic 3D structured house as per approved and accepted design as per the technical specification given by the approved bidder and other materials may be used to get original 3D Effect. |
| 2 | Size | 40 ft X 40 ft. |
| 3 | Ceiling & Wall | Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and Pantry & store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and hanging equipments. |
| 4 | Counter | One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter. |
| 5 | Flooring | Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting. |
| 6 | Furniture | Front office counter table either in ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of Dunlop sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of |

| | | |
|----|------------------------------|--|
| | | waste bin basket, 15 no. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. |
| 7 | Electric Fittings | Tube Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room |
| 8 | Sound System | One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground. |
| 9 | Closures | Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing. |
| 10 | Flower Decoration | Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia). |
| 11 | A. C provision | There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted. |
| 12 | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical. |

D. Gates: The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specification in *Category A*. Specifications are as follows:

| Sn. | Particulars | Category – A (Flex Box gate) | Category – B (3D Design gate) |
|-----|------------------------------|--|---|
| a | Structure | Bamboo Structure, Wooden Batten framing, box type structure. | Artistic 3D structured gates as per approved and accepted design. |
| b | Size | Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around. | Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around. |
| c | Covering | Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design. | Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design. |
| d | Lighting | Sufficient lighting arrangement with metal light. | Sufficient lighting arrangement with metal light. |
| e | Flowering | Live flower chains will be put in the gates and the same should be changed every alternate day. | Live flower chains will be put in the gates and the same should be changed every alternate day |
| f | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with | The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical. |

| Sn. | Particulars | Category – A (Flex Box gate) | Category – B (3D Design gate) |
|-----|-------------|------------------------------|-------------------------------|
| | | fire repellent chemical. | |

E. **Decorative Wall :** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with chita painting for side walling.

F. **STAGE:** One open stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a package against the detail specifications given below:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|---|---------|----------------------------------|--------|-----------------------|--------|-------------------|--------|------------------------|--------|------------------------|--------|---------------------|--------|------------------------|--------|-------------|---------|----------------|---------|-------------|--------|--|--------|---|--------|------------|--------|-------------------------|--------|----------------------|--------|-------------------------|--------|
| Structure | Iron fabricated structure 60' x 50' size & height from ground surface 5' with plywood floor of 19 mm thickness ply. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | The entire floor of the stage shall be covered with new synthetic carpet of fine quality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Back Drop | Artistic 3D structured stage as per approved and accepted design Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lettering | Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Side Wings | 6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step | Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flower Plant pots | Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barricading | 3' height fabricated barricade will be made around the stage for the entry of VIPs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Furniture | 12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Light & Sound | <p>Specification for light:</p> <table border="1"> <tbody> <tr> <td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>50 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt(SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multi twenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multi ten- 1K</td> <td>4 nos.</td> </tr> <tr> <td>v) Jumbo Smoke Machine</td> <td>2 nos.</td> </tr> <tr> <td>vi) Jumbo Strobe Light</td> <td>2 nos.</td> </tr> <tr> <td>vii) 1 Colour Laser</td> <td>2 nos.</td> </tr> <tr> <td>viii) Moving Head(SGM)</td> <td>2 nos.</td> </tr> <tr> <td>ix) Led Par</td> <td>10 nos.</td> </tr> <tr> <td>x) Halogen 1kw</td> <td>10 nos.</td> </tr> </tbody> </table> <p>Specification For Sound:</p> <table border="1"> <tbody> <tr> <td>i) Bass Bin</td> <td>2 nos.</td> </tr> <tr> <td>ii) High range top box (pee-vay/JBL, 400wt.)</td> <td>4 nos.</td> </tr> <tr> <td>iii) High range frequency box (Pee-vay/JBL)</td> <td>4 nos.</td> </tr> <tr> <td>iv) HF box</td> <td>4 nos.</td> </tr> <tr> <td>v) Cordless Micro Phone</td> <td>2 nos.</td> </tr> <tr> <td>vi) Cord Micro Phone</td> <td>6 nos.</td> </tr> <tr> <td>vii) 24 channel Mixture</td> <td>1 nos.</td> </tr> </tbody> </table> | | i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62 | 50 nos. | ii) Galileo Scanner-1200 wt(SGM) | 4 nos. | iii) Multi twenty- 2K | 6 nos. | iv) Multi ten- 1K | 4 nos. | v) Jumbo Smoke Machine | 2 nos. | vi) Jumbo Strobe Light | 2 nos. | vii) 1 Colour Laser | 2 nos. | viii) Moving Head(SGM) | 2 nos. | ix) Led Par | 10 nos. | x) Halogen 1kw | 10 nos. | i) Bass Bin | 2 nos. | ii) High range top box (pee-vay/JBL, 400wt.) | 4 nos. | iii) High range frequency box (Pee-vay/JBL) | 4 nos. | iv) HF box | 4 nos. | v) Cordless Micro Phone | 2 nos. | vi) Cord Micro Phone | 6 nos. | vii) 24 channel Mixture | 1 nos. |
| i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62 | 50 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ii) Galileo Scanner-1200 wt(SGM) | 4 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iii) Multi twenty- 2K | 6 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iv) Multi ten- 1K | 4 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| v) Jumbo Smoke Machine | 2 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| vi) Jumbo Strobe Light | 2 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| vii) 1 Colour Laser | 2 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| viii) Moving Head(SGM) | 2 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ix) Led Par | 10 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x) Halogen 1kw | 10 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i) Bass Bin | 2 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ii) High range top box (pee-vay/JBL, 400wt.) | 4 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iii) High range frequency box (Pee-vay/JBL) | 4 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iv) HF box | 4 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| v) Cordless Micro Phone | 2 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| vi) Cord Micro Phone | 6 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| vii) 24 channel Mixture | 1 nos. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|------------------------------|--|--------|
| | viii) High wattage amplifier | 4 nos. |
| | ix) Effect processor | 1 no. |
| | x) 3 kw stabilizer | 3 nos. |
| | xi) DVD Player | 1 no. |
| | xii) Stereo Deck | 1 no. |
| | xiii) Meeting Microphone (Anti feedback microphone) | 2 nos. |
| | xiv) Standing Box Audience capturing | 4 nos. |
| | xv) Stage Monitor Box | 4 nos. |
| | xvi) Singer Micro Phone | 2 nos. |
| Green Room | Superstructure with bamboo, Ballha & Traplin cover for Twogreen rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with. | |
| Overall Supervision | Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor. | |
| Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical. | |

- G. Sitting Arrangement in Front of the Stage:** The minimum distance of 15 feet from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

| | |
|-------------|--|
| Chair | Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of tea poy with white cover |
| Barricading | Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area. |
| Matting | Green net matting in sitting area. |

- H. Live Demonstration Mandap:** Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground (As per the design). On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three) as per the specifications mentioned below:

| | |
|------------------|--|
| Structure | : Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi) |
| Size | : 15 'X 15' |
| Facia | : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia. |
| Flooring | : 1 ft. wooden platform with Full floor Durry matting. |
| Ceiling | : Tarpaulin water proof roofing and white cloth ceiling properly stretched. |
| Barricading | : 4' height bamboo barricade covered with cloth on all sides of the stall. |
| Electric Fitting | : 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement. |

- I. Ground Electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder for SISIR SARAS-2018. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipments.
- Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
 - Adequate speakers shall be fitted in the exhibition premises for surround Sound 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
 - 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
 - 75 no. of white Halogen light along with wiring /fitting poles.
 - 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.

- f. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- g. 300 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- h. 40,000 Tuni running lights will be fitted at the required places.

J. Temporary Toilet For Visitors: Twenty numbers of (10 for male & 10 for female) temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be excellent, as there is a huge turnover of visitors to this SISIR SARAS Fair.

K. Generators: Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two t5 lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 82.5 kva.

L. Food Court: The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for SISIR SARAS-2018.

- a) **Food Stall Along With Kitchen Shed: Minimum 10 food stalls** along with kitchen shed to be made as per the following specification:

| Sn. | Particulars | Specifications |
|-----|------------------------------|--|
| 1 | Structure | a. Food Stall Bamboo (3 to 6 inch)& cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall. |
| 2 | Flooring | Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area. |
| 3 | Ceiling & Wall | Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet) . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used) |
| 4 | Racks | Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods. |
| 5 | Facia | A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| 6 | Furniture | Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos. |
| 7 | Electric Fittings | T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required. |
| 9 | Closures | Front Cloth Drops/Screens Daily to be done |
| 10 | Water | Water line connection to each kitchen shed with sink fixing |
| 11 | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical. |

- b) **Dining area:**

| Sn. | Particulars | Specifications |
|-----|-------------|---|
| 1 | Size | The size of the dining area will be of 60' x 150' |
| 2 | Flooring | Green net carpet |
| 3 | Furniture | Twenty (30) numbers of round table with frill and cover, hundred (100) numbers of banquet chair with white cover, |
| 4 | Barricading | Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage. |
| 5 | Dustbin | Sufficient (a minimum of 30 numbers big size) dustbin to be provided in dining area. |

M. Auditorium: (Meeting Hall) - ORMAS Silver Jubilee Celebration

An auditorium will be constructed with sitting arrangements for minimum 500 audiences. The minimum distance of 20 ft from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

| | | |
|----------------------|---|---|
| Size | : | 6000 Sqrft (100 X 60 ft) |
| Stage | : | 30 X 20 ft Iron Fabricated Platform Stage with backdrop in Flex |
| Electric Fitting: | | Requisite electrical fitting with light, ceiling, pedestal fan, Tower AC , Audio Visual and Public Address system. |
| Shed | : | Superstructure with Bamboo, Ballaha, tarpaulin roofing & Cloth |
| Ceiling | : | Tarpaulin water proof roofing and by colour cloth ceiling with properly stretched. |
| Barricading | : | 4' height bamboo barricade covered with cloth on all sides of the auditorium. |
| Sitting Arrangement: | | 400 no of Banquet Chair for Officials, 50 Nos of VVIP chair & 50 Nos of Still Sofa for Guest. |
| Facial: | | A wooden batten frame for Running Fascia will be erected. The frame will have 2 ft front projection & 4ft height. The fascia will be covered with flex (New design will be provided Event Manager). A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| Flower Decoration: | | All four Side Flower Decoration with multi colour flowers as per the design given |

N. Auditorium: (Kitchen Hall) - ORMAS Silver Jubilee Celebration

One Kitchen Hall will be erected, where cook food can be made for the Participants near to the food stall. Size of one kitchen hall will be 1200 sqrft. The bidder has to be quoted as a **package** against the detail specifications given below:

| | | |
|-------------------|---|--|
| Size | : | 1200 (40 X30Sqrft) |
| Shed | : | Superstructure with Bamboo and balla, tin roofing and tin walling of the entire shed |
| Electric Fitting: | | Requisite electrical fitting with light, ceiling & pedestal fan |

O. Auditorium: (Dining Hall)- ORMAS Silver Jubilee Celebration

An auditorium will be constructed with sitting arrangements for minimum 500 Officials. The bidder has to be quoted as a **package** against the detail specifications given below:

| | | |
|----------------------|---|---|
| Size | : | 2000Sqrft (50 X 40ft) |
| Electric Fitting : | | Requisite electrical fitting with light, ceiling, pedestal fan& Tower AC |
| Shed | : | Superstructure with Bamboo, Ballaha, tarpaulin roofing & Cloth |
| Ceiling | : | Tarpaulin water proof roofing and by colour cloth ceiling with properly stretched. |
| Sitting arrangement: | | 200 no of Banquet Chair along with requisite no of round table with cover |
| Facial: | | A wooden batten frame for Running Fascia will be erected. The frame will have 2 ft front projection & 4ft height. The fascia will be covered with flex (New design will be provided Event Manager). A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| Flower Decoration: | | All four Side Flower Decoration with multi colour flowers as per the design given |

P. **Miscellaneous Items:** Besides works from item no.1 to no.14 following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

| S. N. | <u>Items</u> | Qty. required |
|-------|-----------------------------------|---------------|
| 1 | Bed Set (Bed & Pillow with Cover) | 200 pcs. |
| 2 | Durry (15' X 15') | 10 pcs. |

| | | |
|---|--|--------------|
| 3 | Printing & Installation of Star Flex Sheet with batten frame | 5000 sqrft |
| 4 | Stage background in black cloth masking | 2500 sqr ft. |
| 5 | Net Carpeting | 5000 sqr ft. |
| 6 | Dustbin- 3 ft height | 100 pcs. |
| 7 | Decorative Flower / Plant Pot | 150 pcs. |
| 8 | Syntex tank (2000 liter capacity each tank with 3' height stand) | 2 pcs. |
| 9 | Soundless pedestal fan | 10 cs. |

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Director
ORMAS
Panchayati Raj & Drinking Water Department
Bhubaneswar - 751001**

Sub: Tentage & Allied Works for SISIRA SARAS - 2018. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: _____, dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details)

| Sl No. | Description | Full Details |
|--------|--------------------|--------------|
| 1 | Name of the Bidder | |

| | | |
|----|--|----------|
| 2 | Address for communication: Tel : Fax: Email id : | |
| 3 | Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id : | |
| 4 | Registration / Incorporation Details Registration No: Date & Year. : | |
| 5 | Local office in Bhubaneswar If Yes, Please furnish contact details | Yes / No |
| 6 | Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank: | |
| 7 | EMD Details Amount : BC/DD No.: Date: Name of the Bank: | |
| 8 | PAN Number | |
| 9 | Goods and Services Tax Identification Number (GSTIN) | |
| 10 | Willing to carry out the assignment as per the scope of work of the RFP | YES |
| 11 | Accept all the terms and conditions as specified in the RFP | YES |

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

| Financial Information in INR | | | |
|------------------------------|-------------|------------|-------------|
| Details | FY 2014 -15 | FY 2015-16 | FY 2016 -17 |
| | | | |

| | | | |
|--|--|--|--|
| Turnover from Event Management Services Services(in Cr) | | | |
| <p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (2014-15, 2015-16 and 2016-17) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</p> | | | |

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 5 completed assignments only of similar nature during last 3 years)

| Sl. no. | Period | Name of the Assignment with details | Name of the Client | *Contract Value (in INR) and | Date of Award / Commencement of assignment | Date of Completion of | Remarks if any |
|---------|--------|-------------------------------------|--------------------|------------------------------|--|-----------------------|----------------|
|---------|--------|-------------------------------------|--------------------|------------------------------|--|-----------------------|----------------|

| | | there of | | Duration in Month | | assignment | |
|---|---|----------|---|----------------------|---|------------|---|
| A | B | C | D | E | F | G | H |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

*[*Contract Value = 2.00 Cr.]*

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (14-15 , 15-16 & 16-17) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creatives from each assignment.

Authorized Signatory *[In full initials with Date and Seal]*: _____

Communication Address of the Bidder: _____

SECTION: 5
FINANCIAL PROPOSAL SUBMISSION FORMS
FIN-1
COVERING LETTER (In Bidders Letter Head)

[Location, Date]

TO:

**The Executive Director
ORMAS, Panchayati Raj & Drinking Water Department,
Government of Odisha, Bhubaneswar, 751012**

Sub: Submission of Financial Proposal for Tentage & Allied Works for SISIR SARAS-2018

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Items wise rate as per format given in the RFP documents are given below:

| Sr. | Item | Category | Unit | Cost per unit | Required Qty. in units | Total Amount [in Rs.] |
|-------|--|----------------|-------------|---------------|------------------------|-----------------------|
| A | Construction of stalls | | Per Stall | | 260 stall | |
| B | Coordination Cell -Cum-VIP Lounge | Single package | Per package | | 1 | |
| C | Gates | Category - A | Per Gate | | 2 Nos | |
| D | Decorative Wall | Category - B | Per Gate | | 2 Nos | |
| | | | Per Sq. Ft. | | 4000 sqr ft. | |
| E | Stage | Single package | Per package | | 1 | |
| F | Sitting arrangement in front of the stage | Single package | Per package | | 1 | |
| G | Live Demonstration Mandap | Single package | Per mandap | | 2 Nos | |
| H | Ground Electrification | Single package | Per package | | 1 | |
| I | Temporary Toilet for visitors | | Per urinal | | 20 urinals | |
| J | Generators | Single package | Per package | | 1 | |
| K | Food Court | Single package | Per package | | 1 | |
| L | Auditorium (Meeting Hall) | Single package | Per Sqrft | | 6000 sqrft | |
| M | Auditorium (Kitchen Hall) | Single package | Per Sqrft | | 1200 sqrft | |
| N | Auditorium (Dinning Hall) | Single package | Per Sqrft | | 2000 sqrft | |
| O | Miscellaneous items: | | | | | |
| | Bed Set (Bed & Pillow with Cover) | | Per set | | 200 pcs. | |
| 1 | Durry (15' X 15') | | Per Piece | | 10 pcs. | |
| 2 | Printing & Installation of Star Flex Sheet with batten frame | | Per Sq. Ft. | | 5000 sqrft | |
| 3 | Stage background in black cloth masking | | Per Sq. Ft. | | 2500 sqr ft. | |
| 4 | Net Carpeting | | Per Sq. Ft. | | 5000 sqr ft. | |
| 5 | Dustbin- 3 ft height | | Per Piece | | 100 pcs | |
| 6 | Decorative Flower / Plant Pot | | Per Piece | | 150 pcs. | |
| 7 | Syntex tank (2000 liter capacity each tank with 3' height stand) | | Per tank | | 2 pcs. | |
| 8 | Soundless pedestal fan | | Per Piece | | 10 pcs. | |
| Total | | | | | | |

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.. I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION - 6

ANNEXURE

Annexure – I

BID SUBMISSION CHECK LIST

| Sino | Description | Submitted (Yes/No) | Page No. |
|-----------------------------|---|--------------------|----------|
| TECHNICAL PROPOSAL | | | |
| (PART – A)(ORIGINAL) | | | |
| 1 | Filled in Bid Submission Check List (ANNEXURE-I) | | |
| 2 | Covering Letter (TECH A -1) | | |
| 3 | Bid Processing Fee of Rs. 10000/- in form to DD/ BC | | |
| 4 | EMD of Rs. 125000/- in form of DD/BC | | |
| 5 | Copy of Certificate of Incorporation / Registration of the Bidder | | |
| 6 | Copy of PAN | | |
| 7 | Copy of Goods and Services Tax Identification Number (GSTIN) | | |
| 8 | Copies of IT Returns for the last 3 AYS (14-15, 15-16& 16-17) | | |
| 9 | General Details of the Bidder (TECH - 2) | | |
| 10 | Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period | | |
| 11 | List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments | | |
| 12 | Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. | | |
| 13 | Copy of the Electrical License / Contractor hired by the bidder | | |
| FINANCIAL PROPOSAL | | | |
| 1 | Covering Letter (FIN-1) | | |

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____